

**Meeting Minutes**  
**Permanent Commission on the Status of Women**

January 8, 2014, 12:00 PM – 1:00 PM

Nash School, Augusta

**Welcome & Introductions**

Present: Jennifer Burke, Elizabeth Ward Saxl, Andrea Irwin, Regina Rooney

Participating via conference call: Marianne Moore, Samantha Lott Hale, Sarah Reuf-Lindquist, Holly Stover, Amy Regan Gallant, Sharon Campbell

Absent: Melissa Simones, Fatuma Hussein, Brenda Commander

**Governance Committee Update** – Elizabeth

Governor and Speaker appointments should be wrapped up this week.

Gov - Jessica Maurer, Amy Regan Gallant, Samantha Lott Hale, Regina Rooney

Speaker – Elizabeth, Andrea Irwin, Rebekah Smith, Sarah Reuf-Lindquist

Senate President's Office given Holly Stover's name today.

**Review and Approve Minutes**

Motion to approve minutes from 11/13/13 - Marianne, second - Sarah, all in favor.

Motion to approve minutes 7/24/13 –Jen, second – Elizabeth, all in favor.

**Student Intern Update** - Jen

Derek Van Volkenburgh at UMaine School of Law has sent 2 emails to students notifying them of the summer internship. First sent during finals. He will send another reminder. Last year's intern, Kate Powers available for student questions regarding this unpaid position. If anyone has helpful contacts, please provide to Jen. Elizabeth will provide a job description.

**Review of Committee Assignments** - Jen

*Outreach* - Jen Burke (Committee Chair), Fatuma Hussein, Holly Stover, Sharon Campbell, Amy Gallant, and Romy Spitz (non-voting member)

*Report* (critical for 2014 priorities) - Samantha Lott Hale, Regina Rooney, Andrea Irwin, Sarah Reuf-Lundquist

*Finance* - Marianne Moore (Committee Chair), Rebekah Smith, Sharon Campbell

*Governance* - Elizabeth Ward Saxl (Committee Chair), Jen Burke, Melissa Simones

**Set Committee Meetings** - Jen/Elizabeth

Top priority is to get report going. The Report Committee is meeting on 1/29 at 11:30 am.

Report and Outreach will overlap. If anyone would like to call in to Report committee meeting on 1/29, please do. Hopefully, the Report and Outreach committees will be able to report back to the Commission at our next meeting in March. Jen will send an email to everyone to confirm meeting details and provide an example of a bio. Please send bios to Nikki. Nikki will update contact list and send to Jen.

**Governance Committee Update** - Elizabeth

*Recommendation for Officers*: Chair needed, Treasurer

*Other Vacancies* – Romy/disabilities (Gov), At Large (Pres), a Speaker's seat open. Let Elizabeth know if you have a thought of a field needed for the At-Large seat.

**Establish Priorities and Timeline for 2014** - Jen

TBD. Should be able to do at next meeting after sub-committees meet. #1 Report #2 the promotion of our commission. Would like to combine both and present in January of next session. Suggestion to use Google Docs. Elizabeth will follow-up.

**New England Women's Commission Forum in May** – Jen/Holly

In-person, planning meeting in Boston all day next Friday. Holly has been in contact with meeting planners and is trying to go. Conference moved to October. Holly will send meeting/conference details and a list of items for brainstorming to all members.

**Adjourn** – at 1:00

Motion to adjourn - Marianne, second – Sarah, all in favor

**Next Meeting is Wednesday, March 12, 2014**

We'll have a number of action items to accomplish. Try to keep the date open. Let Jen know what you'd like to see on the agenda via email.